



Procedure for Executive Council Approval of Policies

College of Health Professions (CHP)

Approved by the College of Health Professions Executive Council on January 9, 2018

Background

From time to time there is a need to develop new CHP policies/procedures that do not require a college vote. Actions requiring a college vote are explained in the CHP Governance Code of Organization and Procedure (Bylaws).

The distinction is determined by shared governance (Bylaws) vs. administrative functions (Executive Council). Part of the responsibility of the Executive Council is to “Provide governance code of organization and procedure oversight” as specified in section 8.1.1 of the CHP Governance Code of Organization and Procedure. The Executive Council will also provide oversight on determining which proposed policies/procedures require their approval, or approval by college vote.

Executive Council Review and Approval

For new CHP policies/procedures that do not require a college vote, the CHP Executive Council will serve as the body to review and approve. Approved documents will include a sub-heading stating “Approved by the College of Health Professions Executive Council on (date).”

New, proposed CHP policies/procedures are submitted to the Executive Council, through the CHP Dean’s Office, in accordance with the Dean’s Office Flow Chart for Policy Development (attached).

Distribution

Once a new policy or procedure is approved by the Executive Council, the document will be posted on the CHP web site with other CHP policies.

**COLLEGE OF HEALTH PROFESSIONS
DEAN'S OFFICE FLOW CHART**

POLICY DEVELOPMENT

